

SUSPICIOUS MAIL

THESE TIPS CAN HELP PROTECT YOU,
YOUR BUSINESS, AND YOUR MAILROOM

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE:

1 Handle with care.
Don't shake or bump.

2 Isolate it
immediately.

3 Don't open,
smell, touch, or taste.

4 Treat it as suspect.
Call local law
enforcement authorities.

No return
address

Restrictive
markings

Sealed with
tape

Misspelled words

Addressed to title only

Incorrect title

Badly typed or written

Oily stains,
discolorations,
or crystallization
on wrapper

Strange odor

Excessive tape

Rigid or bulky

Lopsided or uneven

IF YOU SUSPECT THE MAIL MAY CONTAIN:

A BOMB:

Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A RADIOLOGICAL THREAT:

Limit Exposure — Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A BIOLOGICAL OR CHEMICAL THREAT:

Isolate — Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit